

JCP Form 11 (Temp.) (7-30-65)

## INSTRUCTIONS FOR THE PREPARATION OF JCP FORMS

11a-Temp., 11b-Temp., 11c-Temp., and 11d-Temp. (7-30-65)

To provide information for the use of the Joint Committee on Printing in connection with its study of the Federal Printing Program, the following forms have been developed:

- Publications Management (JCP Form 11a-Temp.)
- Printing Procurement (JCP Form 11b-Temp.)
- Printing Production (JCP Form 11c-Temp.)
- Sale and Distribution of Government Publications (JCP Form 11d-Temp.)

It is requested that the completed forms be transmitted to the Joint Committee on Printing through the designated printing liaison personnel who handle printing matters for their agencies. The purpose of each form, together with instructions for their preparation, is outlined hereinafter.

**FORMS.**—The term "forms," as used in the subject JCP Forms, refers to all printed matter other than publications defined below which is included within an agency's forms system. Generally, forms contain predetermined blank spaces for the insertion of variable data; however, tags, labels, contractual documents (e.g., standard clauses), and similar printed matter are often classed as forms by individual agencies and included within their forms systems.

**PUBLICATION.**—The term "publication," as used in the subject JCP Forms, includes but is not limited to any book, pamphlet, directive, circular, manual, folder, brochure, periodical, micro-facsimile or magnetic tape used in lieu of printed material, magazine, newspaper, technical report, placard, etc., printed by or for a Government agency, regardless of content, format, quantity, distribution, or intended use.

**PUBLICATIONS MANAGEMENT.**—The term "publications management" refers to the establishment of publications policies, standards, systems and techniques and their effective and economical utilization in mission support. Its scope extends from the creation of any document or form through the end use of the printed product. Included are the interdependent phases of format control, review and editing, determination of quantitative requirements, and determination of end use requirements, as well as administration and control of the funds allocated for printing support.

Form JCP 11a-Temp., which should be prepared at the department or field agency level, wherever publications management activity is conducted, includes the following:

1. Organization and mission of the publications management function, including the enabling legislation and regulatory controls under which it is authorized to operate.
2. Extent to which non-Government sources are employed to publish Government works.
3. Extent to which Government-owned, contractor-operated printing and distribution facilities are operated and their cost.
4. Policies concerning copyright of Government works which are printed by commercial sources.
5. Practices followed in the procurement of printing as a part of service or equipment contracts or under grants.
6. Cost of administering the publications management function in each agency.
7. What management or operational problems exist which could be solved through changes in the existing legal and regulatory provisions governing public printing, binding and distribution? Specific recommendations for solutions are invited.

**PRINTING PROCUREMENT.**—The term "printing procurement" refers to activities which requisition printing and binding from the Government Printing Office, open-end contractors established by GPO, the GPO-Departmental Service Office, and other Government plants which require reimbursement, and procure or prepare specifications and requisitions for procurement from commercial sources.

Form JCP 11b-Temp., which should be prepared by individual procurement offices regardless of their location within departments and agencies, includes the following:

1. Organizational activities engaged in printing procurement functions and their cost of operation.
2. Sources from which printing is procured.
3. Value of printing procured from each source.
4. Timeliness of printing needs.
5. Extent to which printing procurement is accomplished by negotiation in lieu of competitive bidding.
6. Distances from points of procurement to points of printing.
7. Value of printing procured as a part of equipment and service contracts.

**PRINTING PRODUCTION.**—The term "printing production" refers to the product of all "printing plants" as defined by Government Printing and Binding Regulations issued by the Joint Committee on Printing, except those plants engaged primarily in producing maps and charts, regardless of whether the cost of operation is financed from appropriated funds or by the use of industrial or revolving funds.

Form JCP 11c-Temp., which should be prepared by individual printing plants referred to above regardless of their location, provides for information supplementing that reported on JCP Form 1, including the following:

1. Estimates of the percentage of work, by categories, produced in each plant.
2. Assigned mission or task of each printing production facility.
3. Distance from printing plant to each point of approval for printing.
4. Distance from printing plant to each ordering office.
5. Distance from printing plant to each point where bulk shipments are made.
6. Number of personnel in plant and extent to which overtime is worked.
7. Timeliness of printing services provided.
8. Average backlog of work in each plant.
9. Names of Federal agencies and their ordering offices which use plant.
10. Percentage of total plant workload required for work of each security classification.

Whenever two or more department or agency plants cite the same authority (document) prescribing elements of cost to be included in prices charged, only one copy of the referenced document need accompany the copies of JCP Form 11c when they are transmitted to the Joint Committee on Printing through the printing liaison representative.

**SALE AND DISTRIBUTION OF GOVERNMENT PUBLICATIONS.**—Questions relating to the distribution of Government publications and forms are concerned with the major publication and forms distribution facilities of Government departments and agencies, whether operated directly by the Government or by Government contractors. The questions are not concerned with minor distribution systems, i.e., systems which do not hold more than 30 days supply of publications or forms for distribution.

Questions relating to the sale of publications are concerned with the sale of printed publications, microform publications, or publications on magnetic tape, by clearinghouse facilities of departments and agencies. The questions are not concerned with the sale and distribution of forms and publications through the Superintendent of Documents.

Form JCP 11d-Temp., which should be prepared at the department or agency level, includes the following:

1. How initial distribution and resupply of publications is determined in each agency.
2. Extent of physical facilities used and their locations.
3. Volume of forms and publications distributed.
4. Cost of operating distribution facilities in each agency.
5. Percentage of classified material distributed by each facility.
6. Supply of legislative material and cost of reprinting copies not available through existing procurement procedures.
7. Extent to which departments and agencies maintain their own depository library programs.
8. Extent to which departments and agencies supply their publications which are not printed through the Government Printing Office to the Smithsonian Institution for international exchange.
9. Operational practices and policies of clearinghouse facilities.
10. Extent to which clearinghouse facilities distribute and sell publications.